



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this guideline is to define when fire department personnel are permitted to use their accumulated sick leave.

It is the responsibility of all RFD personnel to adhere to this policy.

POLICY

Time off may be charged against accumulated sick leave only for such days that an employee is scheduled to work. No sick leave, as provided in this section, shall be charged against any employee during any period of sickness, illness, or injury for any days that the firefighter is not scheduled to work.

Fire Department personnel may be eligible for sick leave days for the following reasons:

1. Personal illness or physical incapacity.
2. Quarantine of an employee by a physician or health officer.
3. Illness in the immediate family (spouse, child, dependent, or parent) which would require the employee to take care of the family member(s).
4. Medical, dental and optical visits for employees or for dependent family members of the employee. These visits should be scheduled when the employee is not scheduled to work, but due to circumstances may be allowed.

The Fire Chief shall approve any other reason not set out in 1 through 4.

An employee who is unable to report for work due to one of the previously listed sick leave reasons shall report the reason for his/her absence to the employee's supervisor or someone acting for the employee's supervisor before the time the employee is expected to report for work, for shift personnel as soon as possible or no later than 2 hours prior to reported work time. Shift personnel are required to notify their supervisor(s) for each 24 hour shift of a 48 hour tour. The supervisor must also be contacted on each additional day of absence unless the employee's physician has designated a defined period of time off in advance.

Employees who are absent 2 or more consecutive shifts (shift personnel) or 3 days (day staff) due to unconfirmed illness shall be required by the Shift Commander or Fire Chief to submit a physician's verification. The Fire Chief may also require the employee to submit a physician's verification when the employee has taken more than 6 calendar days of sick leave during any calendar year.

Any sick leave used on the shift prior to or following scheduled time off requires physician verification of illness/injury.

For sick leave to be considered excused, a physician verification of illness/injury must be provided by the next scheduled shift.

Approved

Fire Chief



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If a physician verification is not provided in the required time, the shift will result in unpaid sick leave.

Employees who do not provide a physician verification of illness/injury will not be allowed to swap or work overtime until they have completed a full 24 hour shift on their assigned shift. Violation of this policy will result in disciplinary action.

Employees that use sick leave during a holiday, must provide a physician's verification of illness/injury.

Employees that are absent from work for sick leave are prohibited from working outside employment, unless permission is otherwise obtained from the Fire Chief.

If an employee is sent home during an assigned shift due to illness/injury unrelated to the job, the Battalion Chief will be immediately notified, and the absence will be marked as excused.

Claiming sick leave under false pretenses to obtain a day off with pay shall be grounds for disciplinary action, up to and including termination.

Absence for part of a day that is chargeable to sick leave in accordance with these provisions shall be deducted from accrued leave in amounts of not less than one hour increments. An employee who uses all of his or her accrued sick leave days and is still off for sick leave, shall thereafter be placed on a leave without pay status, after all paid benefits are exhausted. It is the responsibility of the employee's supervisor to send any employee home that reports for work while sick, or during the workday becomes sick and because of such sickness cannot adequately perform their job.

Procedure for Sick Leave Notification

The employee using sick leave shall notify his Battalion Chief requesting approval for use. If it is on the assigned duty day, the request shall be made 2 hours in advance of shift start time. Procedure as follows:

- The employee shall call their assigned Battalion Chief. If no answer, leave a voice message and text.
- The employee will then call the On-Duty Battalion Chief. If no answer, leave a voice message and text on the On-Duty Battalion Chief phone
- The employee will then call their Captain. If no answer, leave a voice message and text.

Any violation of this policy will result in disciplinary action to include but not limited to:

- Loss of privileged shift swapping
- Loss of voluntary overtime
- Requirement of Fit for duty examination
- Suspension
- Demotion
- Termination


Fire Chief